

FOODSERVICE ADMINISTRATION

As a Mess Management Specialist (MS) first class or chief, you are at the midmanagement level in your career. In this position of authority, you will have direct working relationships with the supply officer, food service officer (FSO), other supervisors, and subordinates. Your success will be largely determined by your ability to develop strong working relationships with these people. As you should support the workers in your group, so should you turn to your supply officer, FSO, and other supervisors in your division for their support in making your job more effective. You will earn the support of these personnel through cooperation and willingness to assist others, through earnest efforts to do your job well, and through constant efforts to improve yourself, your organization, and the ship or station to which you are attached.

This chapter discusses the use of your administrative skills in procuring food items, using foodservice cost control procedures, and maintaining accountability.

PROCUREMENT OF FOOD ITEMS

Although the supply officer or FSO is responsible for procuring of food items, in some instances you must perform these duties. In either case, your experience, your knowledge, and your planned menus will be extremely valuable when preparing requisitions.

A thorough knowledge of the mechanics of procurement is essential. Each phase will be discussed and explained in this chapter. However, before any thought is given to the actual preparation of requisitions and purchase orders, you should determine your needs. This cannot be done on the spur of the moment. You should know what stocks are on hand, how much can be loaded in each storage space, and when to order.

Whatever you procure must be receipted for, inspected, and stored. Chapter 2 covered the points to help you accomplish this efficiently and safely. Prior planning and preparation will eliminate confusion, disorganized storage spaces, and the resultant survey of spoiled food items.

This portion of the chapter is intended to help you find the answers to such questions as the following:

- What items should I consider to develop a balanced load?
- How do I establish the stockage objective and determine the provision requirements for my ship or station?
- What catalog should I use when purchasing or requisitioning food items?
- When requisitioning from other Navy activities, what paper work do I submit?
- What should I do with unsatisfactory food items?
- What are my duties in connection with underway replenishment?
- Where in the freeze box should pork, veal, lamb, poultry, and fish be stored?

The fleet cannot stay at sea without food. You are responsible for ensuring maximum endurance capability of your ship.

During the past few years, several crises have arisen that required ships to report to their stations on extremely short notice. There may be other crucial periods in the future that will require similar action.

BALANCED LOAD

You should aid the FSO in developing a balanced load. Use the menu as a daily tool for maintaining a balanced load. A well-developed cycle menu, in conjunction with a frequency chart of major menu items, will aid in determining balanced load requirements. When deployed, you will want to keep a close check on inventories to make the best use of your remaining stocks.

You should have the following information when you are developing a balanced load:

- The fleet commander's operation plan that established endurance by ship type for each category of stores
- The amount of cubical storage space available for normal operating conditions and the amount of deck storage space available in the event of emergency operations

- Your ship's operating schedule

Remember, you cannot establish your food item endurance loads on the basis of formulas and graphs alone. You should apply common sense and good judgment to the problem.

If you have usage data that were generated during extended un replenished operations, you have ideal information to use in planning your endurance load. However, if the only available data represent usage during replenishment operations or when normal liberty was granted, the data would not reflect requirements for true endurance conditions. Such data can, however, be a help in deciding what foods to include in your endurance load list. When local usage data are applicable, and usage data from a ship of the same class are not available for use in planning load lists, refer to the subsistence endurance base (SEB) in the NAVSUP P-486. This guide is also a helpful tool for MSS who have had limited experience in planning load lists. The *Navy Food Service*, NAVSUP P-476 (a quarterly foodservice publication), also includes articles on endurance loading.

STOCKAGE OBJECTIVES

The stockage objective for food items should be the total of the operating level plus the safety level in terms

of days of supply (fig. 12-1). The operating level of supply is the amount of material required to sustain operating requirements between replenishment periods. The safety level of supply is generally the quantity required to be on hand, in addition to the operating level, to permit continued operations if a minor interruption of normal replenishment or unpredictable fluctuations in demand occur. Stockage objectives for ships are issued by the appropriate type commander. Stockage objectives for food items for activities in Alaska, Hawaii, and overseas are issued by the fleet commanders through their logistics agents.

Continental United States (CONUS) activities maintaining inventories of food items in end-use accounts, who requisition and stock food items under the appropriation Operation and Maintenance, Navy (O&MN) Subsistence Account, as authorized by the Navy Food Service Systems Office (NAVFSSO), should use the stockage levels recommended in the NAVSUP P-486, volume I.

A low limit and a high limit should be established for each item of stock at the beginning of each accounting period. Low limits and high limits should be adjusted as necessary for the following reasons:

- Increase or decrease in crew size

<i>Operating level</i>	the quantity of material needed to sustain operations between replenishment	
+ (plus)		
<i>Safety level</i>	the quantity needed for continuous operations in the event normal replenishment is interrupted or to meet unpredictable fluctuations in demand	
= (equals)		
<i>Stockage objective</i>	the maximum quantity of material to be maintained on hand to sustain current operations	<i>Average endurance level</i> is the quantity of material normally required to be on hand to sustain operations for a stated period without augmentation; it is also the safety level plus one-half of the operating level.
+		
<i>Order and shipping time</i>	represents the quantity of material that will be consumed during the interval between submission of requisition and receipt of material (procurement lead time)	<i>Low limit</i> (reorder point) is the stock position which signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time.
=		
<i>Requisitioning objective</i>	the maximum quantity of material to be maintained on hand and on order to meet current operational requirements	<i>High limit</i> includes the sum of stocks represented by the operating level, the safety level, and the order and shipping time.

Figure 12-1. Stockage objective for food items.

- Expected operations
- Change in crew preference
- Changes in the menu
- Any other factors affecting the consumption of the items being ordered

Low Limit

The low limit is the stock position that signals the need to begin replenishment action. There will be no low limit for perishable subsistence items except when that item has a storage life greater than the high limit number of days' endurance established by the fleet or type commander.

To compute the low limit for subsistence items, use the following formula:

$$\frac{\text{Total quantity consumed during the previous accounting period (less surveys and transfers)}}{\text{divided by}} \\ \frac{90 \text{ (days in an accounting period)}}{\text{times}} \\ \text{number of days' endurance for the low limit as established by the fleet or type commander equals low limit.}$$

High Limit

The high limit is the maximum quantity of subsistence to be maintained on hand to sustain current operations. The high limit for perishable subsistence items will not exceed the storage life of that item times the total quantity from the previous accounting period less surveys and transfers divided by 90.

To compute the high limit for subsistence items, use the following formula:

$$\frac{\text{Total quantity consumed during the previous accounting period (less surveys and transfers)}}{\text{divided by}} \\ \frac{90 \text{ (days in an accounting period)}}{\text{times}} \\ \text{number of days' endurance for the high limit as established by the fleet or type commander equals high limit.}$$

EXTENDED ENDURANCES

The meal summaries in appendix F of the NAVSUP P-486, volume I, show how many times each menu item can be served, using the 45-day endurance base stocks

listed. Consider these meal summaries and local acceptance when adapting the 45-day SEB onboard storage capabilities and as a basis for planning a readiness menu for implementation during extended operations or when replenishment are delayed.

DETERMINING PROVISIONS REQUIREMENTS

You are always required to have enough food items on board to provide for a specific period. This means enough food to provide a balanced diet. Your fleet commander specifies this period, in days, and this period varies among fleets and among type commanders. You are responsible for carrying out the directives you receive on maintaining specific quantities of food items.

Requirements

Fast frigates are expected to carry a 45-day stock. You should be ready to get underway whenever required and not worry about replenishing for at least 45 days. You should have enough of the right kinds of foods aboard to provide a balanced diet during deployment. Normally, fleet commanders specify that ships should replenish every 2 weeks while they are in the United States. The fleet commander also may specify that all ships top off storerooms (fill the storerooms to capacity). This will enable ships to stay at sea for a maximum period without replenishment.

These requirements may not be valid on your ship. When you report on board a ship for duty, check the fleet commander's instructions for the actual requirements in your area.

Five steps should be considered when you are determining your requirements. These steps are proper for either general or private messes.

Step one of your loading out is determining your present stock level; this can be done by checking your Stock Tally, NAVSUP Form 209, and your Subsistence Ledger, NAVSUP Form 335, for quantities on hand.

In step two you determine the capacity of the total storage area and then divide that figure into dry, chill, and freeze storage areas. Figuring space availability will be discussed later in this chapter.

Step three should be the planning of your menus. Menu planning is discussed in detail in chapter 7, but to keep this section on procurement in a logical order, a brief mention of menus will be made now.

When you are planning menus for extended, un replenished periods, the use of specialty items such as pizza crusts, potato chips, or ice-cream cups should be ordered in quantities that will not tax your storage spaces. The use of cycle menus is extremely important in preparing for deployment. Cycle menus are always an excellent management tool, but especially valuable when you are preparing for an extended deployment.

For more information on cycle menus, refer to the menu planning section of the *Foodservice Operations Manual*, NAVSUP P-421. If you have cycle menus already prepared, review them closely. Make changes and substitutions where necessary to use more stable food items such as dehydrated peppers instead of fresh peppers and dehydrated potatoes instead of fresh potatoes. Custom foods should be used to their fullest extent when you are planning for deployment. Fresh produce has a higher acceptability; therefore, you should stock what you can, considering the spoilage factor and the storage capacity.

When you are considering requirements for a deployment, think storage capacity and custom finds. The term *custom food* is used to describe the various types of laborsaving and spacesaving processed foods that are authorized for Navy messes. The basic forms of custom foods are canned, dehydrated (including dehydrated compressed), and frozen. Custom foods are economical spacesavers and, if properly used, will reduce the operating cost of the mess.

In step four you should determine the quantities of food items that are necessary for a specific period, such as the time between replenishment and your next scheduled replenishment.

The word *scheduled* is emphasized because you should allow for unforeseen circumstances when your scheduled replenishment date cannot be met. For example, inclement weather could cause the postponement of replenishment, supply ships may not be available, or the supply center maybe out of an item or items.

In step five you should be able to identify the available supply source(s). You may be required to help the supply officer, FSO, or mess caterer requisition and procure food items; in some instances, you must perform these duties on independent duty. In either case, your experience, your knowledge, and your planned menus will be extremely valuable to you when you are preparing requisitions.

Procurement Publications

Certain publications are required when you requisition or purchase food items. The *Federal Supply Catalog* (FSC), *Group 89, Subsistence*, is used to requisition food items. Refer to contract bulletins when you purchase food items under contract. Defense Logistics Agency (DLA) contract bulletins also may list resale food items. These items are not authorized for GM use.

The FSC furnishes the identification and management data for items required by the Army, Air Force, Marine Corps, and Navy. It provides the official source of identification for Department of Defense (DOD) supply and procurement activities. The stock list (fig. 12-2) is published annually and updated by the publication of cumulative change bulletins.

Group 89 (except class 8965) contains items for which activities in the DOD have recorded requirements. Part I, Alphabetical List, is a list of all food items arranged in alphabetical sequence by subgroups within each of the following classes:

8905	Meat, Poultry, and Fish
8910	Dairy Foods and Eggs
8915	Fruits and Vegetables
8920	Bakery and Cereal Products
8925	Sugar, Confectionery, and Nuts
8930	Jams, Jellies, and Preserves
8935	Soups and Bouillon
8940	Special Dietary Foods and Food Specialty Preparations
8945	Food Oils and Fats
8950	Condiments and Related Products
8955	Coffee, Tea, and Cocoa
8960	Beverages, Nonalcoholic
8970	Composite Food Packages

Part I contains a list of all food items arranged in alphabetical sequence by subgroups within each FSC class. It also contains descriptive and related management data.

Part II, Ration Components, contains those ration components that are authorized for requisitioning by military services.

ACTION CODE	INDEX NUMBER	NATIONAL STOCK NUMBER	PERSHABILITY	DESCRIPTION	UNIT OF ISSUE	CONVERSION FACTOR	USAGE MANAGEMENT CODE	REQUISITION CODE
		8905		<u>PORK</u>				
	1900	00-419-4320	P	BACON, CANADIAN STYLE (MADE IN USA), frozen, unsliced, cured, smoked, 5 to 9 lb, USDA IMPS, Item No. 550, selection 1 and/or 2	LB	1.000	-	H
	1910	00-551-9908	P	BACON, SLAB, chilled, cured, smoked, 8 to 14 lb, USDA Specification For Slab Or Sliced Bacon, Schedule SB	LB	1.000	a	H
	1920	00-551-9910	P	BACON, SLAB, frozen, cured, smoked, 8 to 14 lb, USDA Specification For Slab Or Sliced Bacon, Schedule SB	LB	1.000	-	H
D		00-782-6413						
C	1930	01-034-7550	P	BACON, SLICED, frozen, cured, smoked, 8 to 10 in. lg slices, 18 to 22 slices per lb, 1 lb shingled vacuum pg, USDA Specification For Sliced Bacon, Schedule SL, style 2, (ADCoP)	LB	1.000	-	D
C	1950	00-403-9592	P	BACON, SLICED (BULK), frozen, cured, smoked	LB	1.000	-	H
				made w/o liquid smoke, demonstrated commercial market acceptability (ADCoP)				
C	2010	00-209-5923	P	CHITTERLINGS, RAW, frozen, high commercial grade, w/demonstrated commercial market acceptability (ADCoP)	LB	1.000	-	H
	2020	00-753-6426	P	FRESH HAM, BONELESS (ROAST), frozen, uncured, skinned, shankless, enclosed in stretchable netting, 8 to 12 lb, USDA IMPS, Item No. 402C, selection 2 or better, wt range B and/or C	LB	1.000	-	H
C	2030	00-782-3329	P	HAM, CANNED, pullman or pear shaped, boned, w/natural juices, 3 to 5 lb, high commercial grade, w/demonstrated commercial market acceptability (ADCoP)	LB	1.000	g, h	L
	2040	00-023-8284	NP	HAM CHUNKS WITH JUICES, CANNED, smoked, vacuumized and heat processed, 29 oz net wt, 401 by 411 size can, IP/DES S-1-0 (ITEM NAME FORMERLY: HAM, CANNED)	CN	1.813	b, d	D
	2050	00-126-3393	P	HAM, CANNED (PEAR), whole, boneless, cured, skinless, shankless, w/ or w/o liquid smoke, vacuumized and heat processed, 11 or 12 lb, USDA Specification For Canned Ham, Schedule CH	LB	1.000	-	H
	2060	00-410-4670	P	HAM, CANNED (PULLMAN), whole, boneless, cured, skinless, shankless, w/ or w/o liquid smoke, vacuumized and heat processed, 11 or 12 lb, USDA Specification for Canned Ham, Schedule CH	LB	1.000	-	H

Figure 12-2. Federal Supply Catalog stock list.

Part III, Case Lot Data (fig. 12-3), is arranged in numerical sequence by national stock number (NSN). It provides weight and dimensional data applicable to unit package for items in part I for which these data are available.

Fleet Instructions

Fleet commanders furnish instructions for establishing and maintaining a balanced load through the *Atlantic Fleet Requisitioning Guide*, CINLANTFLTINST 4210.1, and the *Pacific Requisitioning Guide*, CINPACFLTINST 4235.1.

Afloat requisitioners, both Atlantic Fleet and Pacific Fleet, use the single *Consolidated Afloat Requisitioning Guide Overseas (CARGO)*, NAVSUP P-4998, chapter 3, titled "Subsistence Requisitioning Tables." These tables contain information on stock management of food items and requisitioning procedures. The available seasonal fresh produce listing differs for the Atlantic and the Pacific Fleets. By direction of the Naval Supply Systems Command, the CARGO is issued annually by the Fleet Material Support Office (FMSO).

The Subsistence Requisitioning Tables listed in the CARGO show quantities of food items for nine

ACTION	NSN	INDEX NUMBER	PACKAGE UNIT	PACKING DATA																								
				NO OF UNITS PER CASE	NO OF CASES PER PALLET	CASE GROSS WEIGHT (LBS)	CASE NET WEIGHT (LBS)	CASE CUBIC FEET	CASE DIMENSIONS (INCHES)																			
									LENGTH	WIDTH OR DIAMETER	HEIGHT																	
B	8905-00-138-7161	2490	LB	54	40	60	54	1.86	23.0	17.0	8.2																	
	8905-00-138-7167	2560	CN	24		18	19	1.19	16.6	12.6	5.6																	
	8905-00-138-7180	3020	LB	45		47	45	1.20	20.0	16.0	6.5																	
	8905-00-139-8481		CN	24		27	18	1.65	12.5	9.5	9.5																	
	8905-00-143-0969		BX	4		65	60	1.85	22.0	17.5	8.3																	
	8905-00-143-3294		BC	10		32	30	1.40	15.5	13.0	12.0																	
	8905-00-149-0768	20010																										
	8905-00-149-1065	20100																										
	8905-00-149-1067	20000																										
	8905-00-149-1068	20030																										
	8905-00-149-1069	20040																										
	8905-00-149-1070	20060																										
	8905-00-149-1071	20080																										
	8905-00-149-1355	2200										LB	30	32	30	1.18	17.0	11.5	6.0									
	8905-00-164-0463	1110										LB	50	34	50	1.22	15.0	10.0	14.0									
	8905-00-164-0467	1230										LB	50	35	50	1.06	17.0	18.0	18.0									
	8905-00-164-0469	1000																										
	8905-00-164-0485																				LB	50	34	50	1.22	15.0	10.0	14.0
	8905-00-164-0488																				LB	24	28	24	1.68	21.0	12.0	11.5
D	8905-00-164-0490	980	LB	50	36	34	50	1.22	15.0	10.0	14.0																	
	8905-00-164-6874	1290	LB	50		60	50	1.44	12.0	13.0	16.0																	
	8905-00-170-8246	20070	CN	96		43	33	1.08	18.2	12.2	8.4																	
	8905-00-170-9598	600	BC	1		56	50	1.67	20.0	15.0	5.0																	
	8905-00-177-5017																											
	8905-00-177-5017																											
	8905-00-177-5017																											
	8905-00-177-5017																											
	D	8905-00-543-7333	2700	LB	115	42	125	115	3.75	32.0	22.5	9.0																
		8905-00-543-7941	910	CN	24		29	26	1.67	18.3	12.1	5.0																
		8905-00-551-9908	1910	LB	70		75	70	1.78	25.7	12.0	10.0																
		8905-00-551-9910	1920	LB	70		75	70	1.78	25.7	12.0	10.0																
		8905-00-577-5993	1560	BX	6		65	60	1.67	10.0	12.0	24.0																
		8905-00-582-1323	530	LB	50		54	50	1.87	20.0	15.0	5.0																
		8905-00-582-1330	1970	CN	24		41	35	1.05	14.2	10.7	11.9																
		8905-00-582-1339	1520	LB	70		75	70	1.78	25.7	12.0	10.0																
		8905-00-582-1340	2460	BX	4		65	60	1.85	22.0	17.5	8.3																
		8905-00-582-1341	2750	LB	115		125	115	3.75	32.0	22.5	9.0																
		8905-00-582-1343	920	CN	48	48	42	36	1.83	17.0	13.7	6.2																
8905-00-582-1345		2170	LB	50	54		50	1.91	30.0	11.0	10.0																	
8905-00-582-1346		1530	LB	60	65		60	1.25	20.0	12.0	9.0																	
8905-00-582-1393		2570	BX	4	65		60	1.85	22.0	17.5	8.3																	
8905-00-582-1394		2620	BX	4	65		60	1.85	22.0	17.5	8.3																	
8905-00-582-1398		1650	LB	60	65		60	1.67	10.0	12.0	24.0																	
8905-00-582-1399		1640	LB	70	75		70	1.78	25.7	12.0	10.0																	
8905-00-582-4035		2640	LB	25	27		25	1.82	21.5	15.3	4.3																	
8905-00-582-4038		1310	CN	24	37		29	1.23	16.0	10.8	12.3																	
8905-00-582-4039		1340	LB	50	58		50	2.43	13.0	17.0	19.0																	
8905-00-582-4042		2760	LB	60	68		60	1.58	31.0	16.0	5.5																	
8905-00-582-4049		430	LB	65	69		65	2.75	22.8	18.0	9.5																	
8905-00-582-4051		2480	LB	54	60		54	1.86	23.0	17.0	8.2																	
8905-00-584-3212		1260	BC	6	52		51	1.86	13.2	11.1	10.2																	
8905-00-616-0048		1590	LB	60		65	60	1.67	10.0	12.0	24.0																	
8905-00-616-0050																												
8905-00-641-8941		950	CN	24		24	19	1.60	16.3	12.2	5.2																	

Figure 12-3. Federal Supply Catalog, part III, case lot data.

alternative balanced loads identified by column headings A through I. Column headings also provide approximate numbers of persons supported by each column. Support ranges from a 30-day level for approximately 83 persons (column A) to a 30-day level for 3,000 persons (column I).

When using the CARGO, determine your requirements for all items listed in the applicable tables by doing the following:

- Checking your storerooms to see what stores you have and what space you have

- Checking your records to see what you have used
- Being sure you are ordering enough food items to include the private messes aboard

StorageData

If your GM requirements for each food item, including perishables, were based on subsisting 1,000 personnel for 30 days, you should adjust the cube and gross weight data to reflect local delivery schedules for various foods before listing the data to estimate storage requirements. For example, the chill storage

requirement for milk for 1,000 personnel for 30 days is 1,063 cubic feet; however, this is based on milk being delivered daily except on Sunday. For example, the storage requirement for a 20-day supply of milk is 20/30ths of 1,063, or 709 cubic feet. Adjust storage data when requisitioning frozen meats instead of chilled sausage meats and other cured meats. Chilled storage is recommended for fresh potatoes and onions. If you have separate specific storage areas for these items, adjust the chill storage requirements accordingly. Storage requirements reflect only the space required for the foods in their packaging. You should estimate the additional space required for air circulation, aisles, shelves, and battens. The many variations in storage space configuration make a standard modification impractical.

The 45-day SEB and the 6-month requirement for spices and low-use staple items for afloat GMs are contained in NAVSUP P-486, volume I, appendixes D and E, respectively. They serve as guides in planning readiness requirements for those ships with prescribed endurance requirements that extend beyond 30 days. The SEB includes a larger portion of dehydrated and other spacesaving items and a smaller portion of refrigerated items than is generally used when operating conditions permit regularly scheduled replenishment of more bulky perishable items. When these endurance base guides are used in combination with 30-to 45-day stock levels that reflect an individual ship's normal usage, endurance levels can be adapted to the storage space limitation of the ship.

Procurement Restrictions

Food items authorized for Navy use are listed in the FSC. Requests for exceptions or deviations from usage restrictions should be submitted via the chain of command to NAVFSSO with complete justification. Brand name items are not authorized. Check the NAVSUP P-486, volume I, for further information about procurement restrictions.

Private messes have the option to use either the Navy supply system or commercial vendors, or both.

Determining Space Availability

Now that you know how to estimate quantities, you should learn to estimate storage space. You do not want to order more than can be stored.

The capacity of a compartment shaped like the one shown in figure 12-4 is found by multiplying the length by the width by the height; for example, $20 \times 15 \times 10 = 3,000$ cubic feet.

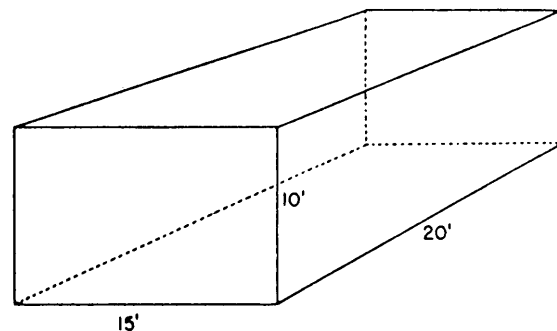


Figure 12-4.-Rectangular space.

Unfortunately, all storage spaces are not this easy to figure. Many times there are coils, pipes, lights, and required passageways or aisles that prevent you from using all the space. You cannot pack or store food items up to the overhead or from bulkhead to bulkhead because room for ventilation and access to the food items must be provided.

For example, a storage space 22 feet 6 inches long, 14 feet 3 inches wide, and 9 feet 9 inches high is shown in figure 12-5. There are coils extending out 6 inches

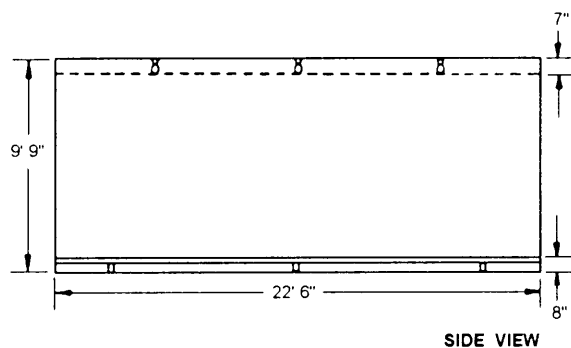
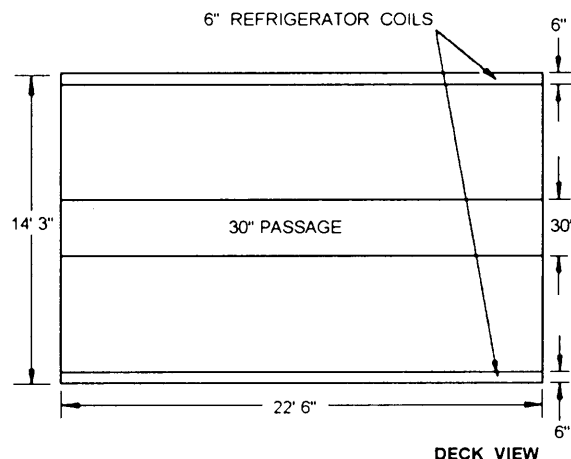


Figure 12-5.-Space with obstructions.

from the bulkhead along both the long sides of the space. Also, a 30-inch passageway should be provided down the center of the space. Study figure 12-5 and notice the allowances that will have to be made for the coils and passageway. In addition, the lights extend down 7 inches from the overhead, and gratings 8 inches high were placed on deck as shown in figure 12-5, the side view.

To find the cubical capacity of this storage space, write down the actual dimensions of the space. Then subtract the dimensions of the allowances you will need to make, like this.

22'6"	Total length	14'3"	Total width	9'9"	Total height
	less	- 2'6"	Passage	- 7"	Lights
		- 1'	coils	- 8"	Gratings
22'6"	Usable length	10'9"	Usable width	8'6"	Usable height

Using the new dimensions, proceed as before.

$$22 \frac{1}{2} \times 10 \frac{3}{4} \times 8 \frac{1}{2} = 2,055 \frac{15}{16} \text{ cubic feet.}$$

You may have a storage space shaped like the one shown in figure 12-6. First, you will have to get the average width by adding the two widths together and dividing by 2.

$$\frac{12' + 20'}{2} = \frac{32'}{2} = 16 \text{ feet.}$$

Then complete the problem by multiplying this average width by the length and by the height.

$$16' \times 16' \times 10' = 2,560 \text{ cubic feet.}$$

Special Space Problems

Some food items, such as frozen meats, should be kept in a special type of storage. The capacity of these spaces limits the amounts you may order.

When planning for an extended cruise, you may find that freeze space on your ship is not adequate to store the total meat requirements. You will want to load

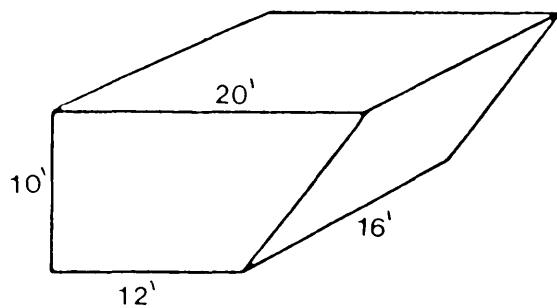


Figure 12-6. Irregular space.

canned meats to supplement your frozen meat supply. The Table of Substitution Factors for Custom Foods lists the factors to use when converting pounds of frozen meat items to canned meat counterparts. This table can be found in the NAVSUP P-486, volume I, appendix G.

REQUISITIONING FOOD ITEMS

GMs ashore and ships in port normally submit requisitions for authorized food items found in the FSC to the nearest naval supply support activity. Deployed ships should submit requisitions to a store ship (AF), combat store ship (AFS), fast combat store ship (AOE), or other afloat activity. When normal sources are not available, food items may be procured by transfer from other military sources and the United States Government departments. Food items such as fresh dairy products and commercially prepared bakery products, as authorized, normally are procured in the United States by placement of delivery orders against indefinite-type contracts. Material is taken up as a receipt from purchase. Brand name contracts (Defense Logistics Agency Supply Bulletin, SB10-500) are not authorized for use in procuring food items for the GM. Further information concerning sources of supply, procurement, and local restrictions are contained in the Procurement section of the NAVSUP P-486, volume 1.

The bulk of your food items will be procured by submitting requisitions using the DOD Single Line Item Requisition Document, DD Form 1348 or 1348m, or applicable requisition documents as required by the supply support activity.

Mechanized Method

Nonautomated activities receiving semipерishable food items from a mechanized supply activity within the United States are provided prepunched and interpreted decks (computerized cards) of the DOD Single Line Item Request Issue Document (Mechanical), DD Form 1348m, for all semipерishable food items authorized for use in Navy GMs.

Automated customer activities do not receive prepunched decks of DD Form 1348m from the supply point. Such activities prepare their own requisitions. Any requisitioner may choose to submit manually prepared requisitions using the DD Single Line Item Requisition System Document (Manual), DD Form 1348.

Supply activities with mark-sensing equipment may vary local procedures as necessary for maximum usage of mark-sensing capability. However, the requisition cards should be of a type and format universally acceptable to all mechanized activities.

DECK ARRANGEMENT.– The cards in the requisition decks are arranged in the order in which the items appear on the Food-Item Report/Master Food Code List, NAVSUP Form 1059. The three-digit code number in the last three columns of the serial number field (card columns 41-43) provides a simple alphanumerical order of arrangement.

PHYSICAL CONDITION AND UPDATING.– The requisition cards should be maintained in perfect physical condition. Frayed, torn, or bent cards will cause delay in processing and may delay delivery of material. You should request a replacement for any card that is distorted. New cards received from a supply activity should be filed promptly in the requisition decks, and cards are removed immediately upon request of the supply activity.

ROUGH REQUISITIONS.– A rough requisition will be prepared on a Food-Item Report/Master Food Code List, NAVSUP Form 1059, by inserting the following information:

- The Julian date in the upper right corner
- The quantity desired under Quantity (even case quantities are requisitioned except items such as condiments that the support activity authorizes for issue in broken case lots)

This rough requisition is used to prepare smooth requisitions on the prepunched DD Form 1348m and serves as a retained record of requisitions submitted. The rough requisition is filed in the outstanding requisition file. It maybe used when material is received to identify and check receipts.

SMOOTH REQUISITIONS.– To prepare smooth requisitions, the requisitioner pulls one prepunched DD Form 1348m from the requisition deck for each item required and inks in (do not punch) the following data on each card–the quantity desired is transcribed from the rough requisition.

Card Columns

- 25-29 Quantity desired (in even case lots).
- 36-39 Julian date (digit calendar year and date).
- 46-50 Use of this block is optional. It maybe used to provide delivery information to receiving and storage personnel.
- 62-64 RDD (required delivery date).
- 65-66 Advice code. Optional.

SPECIAL REQUISITIONS.– Requisitions that require data in the Remarks blocks are manually prepared on DD Form 1348. These may include requisitions for nonstandard items, special project material, composite packages (combat meals), material for which special accounting data should be provided, and emergency requisitions that require special handling.

REQUISITION CONTROL RECORD.– Prepare the requisition control record (fig. 12-7) on a machine card size and submit it as a cover letter with each lot of prepunched requisitions. The requisition control record contains the following information:

- To: The supply activity.
- From: The requisitioning ship or activity.
- Semiperishable food items: as a title.
- Number of requisitions: The total number of requisitions forwarded with this cover letter.
- Date of requisitions (Julian): The date that the requisitions are delivered or forwarded to the supply activity.
- Required delivery date (Julian): The required delivery date should be realistic and provide adequate time for routing processing and delivery. Ships may enter an earlier than normal required delivery date when necessary and explain beneath the date either “Based on scheduled deployment” or “Based on availability of pier space.”
- Signature: The requisition control record will be signed by the FSO of the requisitioning activity or by his designated representative.

TO:	FROM:
SEMIPERISHABLE FOOD ITEMS	
Number of requisitions _____	
Date of requisitions (Julian) _____	
Required delivery date (Julian) _____	
_____ Food Service Officer Signature	

Figure 12-7.–Requisition control record.

Manual Method

All the entries made on the DD Form 1348 (fig. 12-8) should be entered using a ball-point pen or typewriter when preparing a manual requisition.

When preparing requisitions, it is not necessary to space the entries within the tic marks printed on the form. However, it is important that entries be prepared by the requesting ship according to the Procurement section of the NAVSUP P-486, volume I.

REQUISITION LOG.— Maintaining the Requisition Log, NAVSUP Form 1336, is optional for all ashore and afloat activities. The requisition log provides requisition documentation control and information on outstanding requisition documents and receipts. It also provides a breakdown of receipts with and without charge. Outstanding requisitions that are brought forward to the current month's requisition log should carry the same requisition document numbers assigned on the previous month's log.

Instead of maintaining the Requisition Log, NAVSUP Form 1336, all receipts without charge may be annotated with W/O in the left-hand margin on the NAVSUP Form 367. At the end of each month, the receipts with charge file will be used as the source file for determining the dollar value of the Receipts With Charge block for the monthly NAVSUP Form 1357. This value also can be confirmed using the NAVSUP Form 367 by totaling all receipts not annotated W/O.

REQUISITION FILES.— You should maintain a requisition file that contains a copy of each procurement

document generated for each outstanding requisition. You should maintain an outstanding requisition file for all DD Forms 1348 and 1149 and rough requisitions, NAVSUP Forms 1059. For all DD Form 1155 purchase orders, you also should maintain an outstanding purchase order file. You should maintain these forms in document number sequence within their individual files. Only the records keeper is required to maintain completed requisition or purchase order files.

PURCHASING

When it is not possible to procure food items from normal sources of supply, they maybe purchased under existing shore contracts or in the open market. In general, contract bulletins and local regulations should furnish you with the necessary information concerning commercial sources of supply.

Contract bulletins issued by Navy purchasing activities are the official source to determine that the contract under which an order is to be placed (1) is in existence and covers the specific product required and (2) provides for delivery at the particular port or area when delivery is requested.

Do not rely upon pamphlets or lists furnished by suppliers since they may contain errors. If you place orders based upon information contained in these pamphlets without confirmation against contract bulletins, they may result in the unauthorized placement of orders or disallowance of payment by the Navy Regional Finance Center (NRFC) or Fleet Accounting and Disbursing Center (FAADC).

DOC NO. 1348 (REV. 1 MAR 74)										REQUISITION IS FROM									
NSC, SAN DIEGO, CA N00244										USS NEVERSAIL (HH-1) R 00000									
COFFEE										8 9 5 5 0 0 2 8 6 5 3 7 2									
AOA AND Z										LB 0 0 4 8 0									
R 0 0 0 0 0 6 0 8 0 9 P 2 9 R Y										APPROVED BY: C. P. LAMBERT, LT., SC, USN									
P Z 9 M 1 3																			
A U V I C E																			
63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																			

Figure 12-8.-DD Form 1348.

The following paragraphs discuss the general purchase regulations, purchase under existing shore contracts, open market purchase, and the use of the Order for Supplies or Services/Request for Quotations, DD Form 1155.

General Regulations

The following rules apply to all purchases of food items:

1. Food items authorized for use by your ship or station may be purchased under monthly, quarterly, or annual contracts if the items cannot be furnished from a normal source of supply.
2. The Department of Agriculture controls the entry of certain foreign-grown fruits, vegetables, and meats into the United States through absolute quarantine. Therefore, in the procurement of meats, fruits, and vegetables in foreign waters, only such quantities should be taken on board as will be consumed completely before arrival in home waters. Inform the senior medical department representative when any purchase is contemplated.
3. Do not order for use in the GM any brand name article, food substitute, or other item on which competition is restricted.
4. Order perishable food items well in advance of the time set for sailing. You may need the additional time to replace items that are not according to specifications.
5. Use the bakery facilities and equipment of your ship or station to capacity. Keep purchases of commercial bakery products to a minimum.

Purchasing Under Existing Shore Contracts

When you are purchasing food items that ordinarily are not in stock at the normal sources of supply ashore, such items should be procured by the supply officer of the shore supply activity with whom the requisition was placed.

The Order for Supplies and Services/Request for Quotation, DD Form 1155 (fig. 12-9), should be used when you are purchasing under existing indefinite or definite contracts. When you are preparing a DD Form 1155, make sure all the captions are filled in correctly and verify against contract bulletins before placing orders. Also, make sure the contract number is clearly shown in the proper place on the form.

Complete information on the preparation of the DD Form 1155 for definite or indefinite deliveries can be found in the Procurement section of the NAVSUP P-486, volume I.

The FSO should keep two completed receipt copies, with the inspector's signature, of all orders for delivery of food items under lock and key until the bills to which they pertain have been received.

Local Purchases

Local purchases for ashore GMs use are authorized only through local supply support activities. Activities afloat normally may not purchase food items from commercial sources for GM use. If food requirements cannot be secured from regular supply sources (such as a local supply activity, an indefinite delivery contract, and transfers from another military service or from ship's stores), local purchases may be made by the supply officer, subject to limitations imposed by the senior officer present, of approved items providing:

- there is an immediate need and urgent requirement for authorized supplies or services;
- the supplies or service are not available at the local supply support activity; and
- time is of the essence and scheduled operations may not permit procurement through Navy shore-based purchasing activities.

Fleet fast pay is a procedure that allows fast payment under limited conditions to a contractor before the government's verification that supplies have been received and accepted. Fast payment procedures are used for food supplies only. The procedure provides for payment for food supplies based on the contractor's submission of an invoice that constitutes a representation that:

- the supplies have been delivered to a point of first receipt by the government; and
- the contractor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming with purchase agreements.

The ship will not receive a dealer's invoice nor should it present any documents showing receipt and acceptance to the paying office or to the supporting supply activity ashore before payment for material ordered under the fast payment clause.

The consignee's (GM) copy of the purchase order will contain the following instruction:

"Consignee's notification to purchasing activity of nonreceipt, damage, or conformance." The consignee shall tell the purchasing activity promptly after specified date of delivery in the

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		PART 1 OF 1																							
1. CONTRACT PURCH ORDER NO DLA-13H-93D-W372		2. DELIVERY ORDER NO		3. DATE OF ORDER 93 MAR 01		4. REQUISITION PURCH REQUEST NO V05504-3060-9W66																							
5. ISSUED BY V05504 USS DUARTE (DD 901) FPO AE 09569		6. CODE		7. ADMINISTERED BY (Informational) First day of the month of delivery		8. DELIVERY TOG <input checked="" type="checkbox"/> CIST <input type="checkbox"/> OTHER																							
9. CONTRACTOR JOHNSON'S BAKERY P.O. BOX 321 NORFOLK, VA 23501		10. DELIVER TO FOR POINT BY (Date) 93 MAR 31		11. PAYMENT TERMS NET		12. MAIL INVOICES TO SEE BLOCK 15																							
13. SHIP TO USS DUARTE (DD 901) PIER 6 NORFOLK, VA		14. PAYMENT WILL BE MADE BY N6095451 DIRECTOR DEFENSE FINANCE AND ACCOUNTING SERVICE DEFENSE ACCOUNTING OFFICE - CLEVELAND CENTER 9712 VIRGINIA AVENUE - ATTN. CODE 1E NORFOLK, VA 23511-6096		15. MAKE ALL PACKAGES AND LABELS WITH CONTRACT OR ORDER NUMBER																									
16. DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/> This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																													
17. ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE ORDER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR BE MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.																													
18. ACCOUNTING AND APPROPRIATION DATA																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LINE NO</th> <th>APPROPRIATION SYMBOL</th> <th>CLASS</th> <th>FUNCTION</th> <th>OBJ</th> <th>ACTIVITY</th> <th>TRANS</th> <th>PROPERTY</th> <th>UNIT</th> <th>QUANTITY</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>ALL</td> <td>1731804.2270</td> <td>000</td> <td>00031</td> <td>0</td> <td>068732</td> <td>2D</td> <td>003060</td> <td></td> <td>0V0550473170</td> <td></td> </tr> </tbody> </table>								LINE NO	APPROPRIATION SYMBOL	CLASS	FUNCTION	OBJ	ACTIVITY	TRANS	PROPERTY	UNIT	QUANTITY	AMOUNT	ALL	1731804.2270	000	00031	0	068732	2D	003060		0V0550473170	
LINE NO	APPROPRIATION SYMBOL	CLASS	FUNCTION	OBJ	ACTIVITY	TRANS	PROPERTY	UNIT	QUANTITY	AMOUNT																			
ALL	1731804.2270	000	00031	0	068732	2D	003060		0V0550473170																				
19. ITEM NO		20. VEHICLE OF SUPPLIES SERVICE				21. QUANTITY ORDERED		22. UNIT		23. UNIT PRICE		24. AMOUNT																	
1		BREAD, WHITE, SLICED W66				1000		LB		.631																			
		"PARTIAL DELIVERY ACCEPTABLE"				Approximate quantity required for the month				Extended price left blank until end of month																			
		"FAST PAY PROCEDURES APPLY. ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT"																											
25. TOTAL		26. QUANTITY IN COLUMN 20 HAS BEEN		27. SHIP NO		28. DO VOUCHER NO		29. DIFFERENCE		30. INITIALS		31. AMOUNT VERIFIED CORRECT FOR																	
		<input type="checkbox"/> UNEXPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL								32. CHECK NUMBER																	
		DATE		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		33. PAID BY		34. BILL OF LADING NO		35. INVOICE NO		36. INVOICE NO																	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. IN ACCOUNT NUMBER		42. IN ACCOUNT NO																			

DD Form 1155, JUL 87 Previous editions are obsolete S/N 0102-LF-001-1553 CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 12-9-Order for Supplies and Services/Request for Quotations, DD Form 1155, used for an indefinite delivery.

purchase order of supplies not received, damaged in transit, or not conforming to specifications of the purchase order. Under extenuating circumstances such notification should be made not later than 30 days after the specified date of delivery.

The paying activity may require periodic reports of receipts and performance of deliveries under fast pay.

Dealers' Invoices

When the dealers' invoices have not been received by your ship or station, your FSO should begin an inquiry 10 days (ship) or 30 days (shore) after receipt of the material, if the purchase authority shows that the dealers' invoices are to be submitted to your ship or station. A dealer's invoice should not be received when

fast pay procedures are used or when receipt inspections are accomplished by another activity.

Before your ship leaves a foreign port, your FSO should prepare and submit for payment all public vouchers covering the dealers' invoices for food items from foreign vendors. If payment of dealers' invoices cannot be made before the ship leaves port, all such invoices, properly certified, are forwarded to the nearest disbursing officer for payment. However, if there is no supply officer with the disbursing facilities in the immediate vicinity, arrangements should be made with the local naval attaché, naval observer, or consular officer to whom the supply officer forwards the public vouchers with certified invoices and three copies of the purchase order so payment can be accomplished.

Dealers' invoices offering discounts upon payment within the discount period are processed immediately after the material is received and forwarded to the NRFC or FAADC designated in the purchase document for preparation and payment of public vouchers. When the dealer's invoices are not forwarded within the discount period because of a fault of the dealer, an explanation may be made on a copy of the dealer's invoice or the inspection report, whichever is used for certification of receipt of the material.

Dealers' invoices not subject to discount are forwarded to the appropriate NRFC or FAADC within 10 days from the date of receipt of the material or the dealer's invoice, whichever is later.

Payment of invoices received from a dealer not located in an area served by the NRFC is made by the disbursing officer of the receiving ship or activity. If a disbursing officer is not available, payment can be made by one of the following offices or centers, whichever or whoever is the nearest:

- Military disbursing officer
- United States disbursing officer (usually assigned to a United States Embassy)
- Nearest NRFC or FAADC

Canadian dealers' invoices are forwarded to the Navy Regional Finance Center, Washington, DC, for payment when a disbursing officer is not available or when no other provisions have been made. Payment is made in Canadian dollars.

In summary, dealers' invoices INCONUS for both afloat and ashore activities are submitted to the nearest NRFC or FAADC. OUTCONUS afloat activities dealers' invoices are paid by the ship's disbursing

officer. On ships without a disbursing officer, the dealers' invoices are forwarded to the nearest disbursing officer or designated disbursing office.

Transfers From Ship's Stores

Only individual-sized serving items; that is, food items packaged in small containers providing one individual serving and authorized for special meals, may be transferred from ship's stores to the GM for use in preparing special meals.

Underway Replenishment

Underway replenishment is a major task. However, this task may be simplified somewhat by careful planning and supervision on your part. The Underway Replenishment Bill is a part of your ship's *Standard Organization and Regulations Manual*. Compare this bill with others that you have used. If the bill can be improved, discuss your recommended changes with your immediate supervisor.

If your ship is attached to an operating force, it will receive most of its support from mobile logistics support groups (AFs).

Listed next are some major points that you should consider when planning underway replenishment:

1. Submit your requisition to the AF within the item limits listed in replenishment guides. This gives the AF ample time to process the requisition.
2. Be sure you are ready for replenishment when the time comes by accomplishing the following:
 - a. Know the replenishment stations.
 - b. Determine the number of cases that will come aboard, how many people will be required as checkers, and how many people will be needed in the working party.
 - c. Be sure all storerooms are ready to receive the stores. This may require stock rotation and storeroom cleanup by the bulk storeroom personnel.
 - d. Plan the traffic routes for the working party to take. (Be sure to indicate a separate return from the storerooms to avoid congestion and confusion.)
 - e. The commanding officer (CO) and executive officer (XO) should be informed of the plans for replenishment.

3. Make sure the working party and the checkers are on station before replenishment begins.
4. Be sure the checkers have a system for checking all actual quantities of food items that come aboard.
5. Be sure the working party stays on the job until all food items are received aboard and stored below in the proper storerooms.
6. Be sure the checkers know where all the items are to be sent for storage. The checkers usually should be MSs.
7. Take necessary precautions to see that items, such as fresh fruits, are not pilfered during the storing operation.

Procurement for Private Messes

Any food items listed in the FSC, as authorized for GM use, maybe requisitioned and held for ultimate sale to private messes. Items listed with restricted usage in the FSC, but not authorized for GM use, are procured only for immediate sale to private messes. Food items not listed in the FSC may be procured for immediate sale by the supply officer, through normal supply channels, to flag and cabin messes only upon receipt of a written request. Such items may be held in stock and issued to flag and cabin messes as required during extended deployments. Food items not authorized for GM use and specifically requisitioned for sale only to private messes may not be returned by the private mess for credit. Requisitions for food items not authorized for GM use are annotated "For sale to private messes."

FOODSERVICE COST CONTROL

GMs provide high-quality meals to authorized personnel. The FSO maintains financial accountability and control of the GM within the allowed monetary budget. Providing high-quality meals within a prescribed monetary allowance requires managerial skills and constant attention from the FSO and the foodservice division.

As a junior MS, you learned the basics of a very challenging rating. As you advanced, your responsibility significantly increased and you now direct more and more of your attention to management. This incidentally is your rating's middle name.

The key to effective management is control. As an MS third or second class petty officer, you learned the importance of portion control; also how it related to effective management on a smaller scale. We will now discuss the control procedures used to manage an

effective operation and how to use the available resources and money to the Navy's best advantage.

Navy GMs afloat and ashore operate on a monetary ration allowance. The allowances represent these dollars and cents called monetary rates. In 1933, the present Navy Ration Law, 10 *U.S. Code* 6082, came into effect. This law (specified in actual quantity of food) is a converted cash equivalency. You can compute this allowance by using the quantitative food allowance prescribed by the DOD Food Cost Index. This is based on food items authorized by the 1933 Navy Ration Law. The 1933 Navy Ration Law is listed by weight (such as 44 ounces of fresh vegetables) and converted to a monetary allowance.

As a senior MS, you should understand not only what a ration is but also the various types of rations used in the Navy. Additionally, you should know which personnel are entitled to rations-in-kind, what forms to use in determining ration credit, and how to determine ration credit afloat and ashore. The NAVSUP P-486, volume I, defines this in detail.

One purpose of a cost control system in a mess is to provide you information on the financial operation of the mess. Cost controls provide the proper detailed information to give you the tools to overcome waste, lack of portion control, unwise menu planning, and/or pilferage; thus, ensuring guidance or restraint over money, material, and personnel.

COMPONENTS OF FOOD COST CONTROL

The following are five elements of cost control:

1. A prescribed operating limit or budget
2. A knowledge by management of the actions and procedures necessary to maintain within the prescribed operating limits of the mess
3. Prompt and accurate information on the daily progress toward maintaining within operating limits
4. The ability of management to rate the information received
5. The ability of management to follow up and take remedial action as necessary

The financial requirements of each activity are subject to circumstances unique to the individual installation concerned.

COMPUTING DAILY FOOD COST

All GMs post total ration credits daily to the NAVSUP Form 338 whether ashore, afloat in port, or afloat at sea. The NAVSUP Form 338 is shown in figure 12-10.

Figure 12-10.—Enlisted Dining Facility Control Record, NAVSUP Form 338.

Ashore activities obtain ration credit information on meals sold and meals fed—rations-in-kind from the Subtotal line of the Recapitulation of Meal Record, NAVSUP Form 1292.

Afloat activities enter the actual number of meals sold whether in port or at sea. These figures are obtained either from the Cash Meal Payment Book DD Form 1544, or the Sale of General Mess Meals, NAVSUP Form 1046. Meals fed rations-in-kind while at sea will be the same as the number of rations allowed daily. The actual head count numbers for each applicable meal will be used to reflect the number of meals fed rations-in-kind.

The following information describes the procedures all GMs must use to complete columns (2) through (19) on the NAVSUP Form 338 (fig. 12-10):

- Columns (2) through (5). Enter the actual number of meals sold in the applicable column. Other meals, such as brunches, will be shown in the column applicable to directions that are provided in the most current NAVSUPINST 4061.9.

- Column(6). Multiply columns (2) through (5) by the applicable ration credit conversion factors for each meal. This conversion factor is shown at the top of each column. Carry the resulting figure out to two decimal places, then add the results and enter the total in column (6); for example:

Breakfast	$6 \times .20 = 1.20$
Lunch	$15 \times .40 = 6.00$
Dinner	$7 \times .40 = \underline{2.80}$
Total	\$10.00

- Column (11). Multiply rations-in-kind amounts in columns (7) through (10) by applicable ration credit conversion factors and then total these results; for example:

Breakfast	$35 \times .20 = 7.00$
Lunch	$150 \times .40 = 60.00$
Dinner	$143 \times .40 = \underline{57.20}$
Total	\$124.20

- Column (12). Add the figure in column (6) to the figure in column (11). Then enter the results, rounded to the nearest whole number, in column (12). For example, $10.00 + 124.20 = 134.20$ is rounded off to 134.

- Column (13). Add the figure in column (12) to the preceding day's entry in column (13). Then post the result in the current day's Cumulative Total column (13).

- Column (14). The monetary allowance per person (MAPP) is the amount of the basic daily food allowance (BDFFA) and any supplemental or special allowance (SA). Multiply the number of rations in column (12) by the monetary allowance per person. Then post the result in column (14) as that day's total monetary allowance; for example:

BDFFA	4.75
SA	+ <u>0.50</u>
MAPP	= 5.25
	$\times 134$ (rations-in-kind/cash sales daily total)
	= \$703.50 (that day's total monetary allowance)

- Column (15). Add the figure in column (14) to the preceding day's entry in column (15). Then post the result in the current day's column Cumulative Total (15).

- Column (16). Total cost of rations for the day from the day's issues to the GM, less bakery products sold. Enter the resulting total in column (16).

- Column (17). Add the figure in column (16) to the preceding day's entry in column (17). Then post the result in the current day's column Cumulative Total (17).

- Column (18). Divide column (16) by column (12). Then post the result in column (18).

- Column (19). Subtract the figure in column (17) from the figure in column (15). Then post the result in column (19).

Posting over- and underissues is described next. The over or under dollar value is the difference between cumulative food cost and cumulative monetary allowance. Column (17) is the cumulative food cost and column (15) is the cumulative monetary allowance.

When the figure in column (15) is the greater, an underissue condition exists. This difference is posted in blue or black ink as a plus (+) sign in column (19).

When the figure in column (17) is the greater, an overissue condition exists. This difference is posted in column (19) in either red ink preceded by a minus (-) sign or in blue or black ink enclosed in parentheses.

DETERMINING OPERATING LIMITS

We now know that the Enlisted Dining Facility Control Record, NAVSUP Form 338, provides a daily cumulative record of the financial condition of the GM.

The leading MS uses the data available on the NAVSUP Form 338 for menu planing and for menu revision and adjustment to accomplish the following goals:

- Determining the financial status of the GM before preparing a menu, especially when planning to use high-cost menu items
- Comparing the daily monetary allowance with the daily food cost as a check of the actual cost each day with the authorized cost for the same day
- Relating the actual cost of one ration to the daily menus to determine the relatively high- and low-cost menus and to use that information in planning future menus and to adjust menus that have resulted in excessively high costs

The FSO will check the NAVSUP Form 338 daily to make sure the GM is operating within the authorized allowance. This daily check also makes sure the NAVSUP Form 338 is being posted daily.

Whenever an overissue occurs, immediate action should be taken to determine the cause and eliminate the overissue by a corresponding underissue.

SPECIAL MEAL FEEDING

When specific conditions are met, there is a need for issuing special meals. These meals are issued for consumption aboard aircraft, small craft, or at a duty station away from the GM. The following are the different types of special meals along with a brief description of the conditions that should be met when they are issued:

- **Flight meals.** Enlisted members of the armed services who are entitled to a meal without charge in a GM when permitted or required to fly in Navy or Marine Corps aircraft are issued flight meals without charge. Enlisted personnel who are not entitled to meals without charge, yet have TAD or travel orders permitting or requiring them to fly in Navy or Marine Corps aircraft, are charged for flight meals at the current prescribed rate. Other special provisions applying to flight meals are discussed in the Expenditures and Accounting section of the NAVSUP P-486, volume I.

- **Boat meals.** Boat meals are issued at no charge to enlisted members of the armed services who are entitled to rations-in-kind and are unable to return to the GM for a meal for reasons such as assignment as beach guards or boat crew members. Navy enlisted personnel receiving COMRATS/BAS and officer personnel must pay cash for each boat meal received.

- **Bag lunches** are issued to personnel entitled to rations-in-kind when assigned to duty that prevents them from returning to the GM for a regular meal. When bag lunches are used, they are accounted for as regular GM meals, or as special meals, whichever method is most administratively helpful to the GM.

- **In-transit meals** are for enlisted personnel of the military services that are in a group travel status, including air travel, and are not receiving per diem or COMRATS/BAS. They are entitled to transit meals at no charge when they cannot be fed in the GM.

RESPONSIBILITIES

Discussed next are the responsibilities of both the FSO and the requesting officer in processing requests for and issuing special meals.

Food Service Officer

The FSO is responsible for the following:

- Requisitioning authorized food items required for special meals
- Procuring nonfood items authorized for the preparation of special meals
- Providing the facilities and supervising the preparation of special meals
- Maintaining files of the receipt for flight meals to substantiate billings to foreign governments

ENTITLEMENT CERTIFICATION.— A responsible officer or chief petty officer certifies on the NAVSUP Form 340 the eligibility of the United States enlisted crew members and passengers not receiving per diem or COMRATS/BAS to receive special meals without charge. The officer or chief petty officer lists the name of each individual, meal pass number, and the abbreviated name of the activity to which the person is assigned.

ISSUE PROCEDURES.— The FSO is authorized to issue special meals only when paid for in cash, or when proper certification is acquired. Proper certification

shows that the person who will consume the meal is entitled to a special meal at no charge. The FSO makes sure only the number of special meals is prepared as requested on the signed copy of the NAVSUP Form 340 that is completed by the requesting officer.

At the time of pickup, the FSO or his or her designated representative verifies the completed original NAVSUP Form 340 with the cash collected. All meals issued without charge are justified with a signed certification of entitlement to special meals or a receipt of special meals.

The FSO or his or her designated representative obtains a receipt signature from the requesting officer or the requesting officer's designated representative. This receipt signature goes on the NAVSUP Form 340 when the special meals are picked up.

The FSO or his or her designated representative acknowledges receipt of cash on the working copy of the NAVSUP Form 340 and returns the receipted copy with the special meals to the requesting officer. The FSO then retains the original NAVSUP Form 340 with the signed certification to prepare the monthly Special Meals Report, NAVSUP Form 1340, with the signed certificate for posting the monthly Ration and Sales Report, NAVSUP Form 1357.

Requesting Officer

The requesting officer is responsible for the following:

- Determining eligibility for special meals
- Preparing the NAVSUP Form 340 for request and receipt of special meals
- Collecting charges for special meals sold for cash
- Endorsing orders for special meals made available to enlisted personnel receiving per diem
- Obtaining signatures on the reverse side of the NAVSUP Form 340 for special meals furnished to enlisted members of foreign governments

The requesting officer (usually the air terminal officer, squadron duty officer, or officer exercising operational control of the flight, small craft, or group travel operation) prepares, in triplicate, the Special Meal Request/Rccipt, NAVSUP Form 340.

One signed copy of the NAVSUP Form 340 is then forwarded to the FSO at least 3 hours before the time special meals are picked up from the foodservice office.

The requesting officer receives payment from personnel receiving special meals in one of the following manners:

- Cash in the amounts prescribed by Naval Supply Systems Command instructions.
- Certification by an officer or chief petty officer that personnel are entitled to meals without charge. A list of names, meal passes, or travel order numbers, and the activities to which assigned are provided to support the certification.
- Signed receipt for flight meals (on reverse of NAVSUP Form 340) from foreign personnel.
- Endorsement of travel orders to show receipt.

The requesting officer then makes sure the original NAVSUP Form 340 is completed, showing the breakdown of special meals requested and the signatures of any foreign personnel on the reverse, to provide to the FSO or his or her designated representative at the time of pickup of the special meals.

ACCOUNTING PROCEDURES

When 10 or less special meals are issued during the monthly accounting period, they are accounted for the same as regular GM meals. The accounting procedures discussed next are used only when more than 10 special meals are issued during the monthly accounting period.

The FSO uses either a NAVSUP Form 1282 or a NAVSUP Form 1059 to record the quantity and value of food items required in preparing the special meals. The issue document is priced and extended using fixed prices. This is done at the time of issue. The quantity issued is posted as an expenditure in the Other column of the Subsistence Ledger, NAVSUP Form 335. The issue document should be retained by the FSO pending preparation of the Monthly Special Meals Report, NAVSUP Form 1340.

General

When a flight or operation is canceled or other valid circumstances prevent the use of special meals requested and prepared, they can be returned to the FSO. However, special meals are not returned for credit if more than 3 hours have elapsed since they were issued.

Return of cash for unused special meals, already paid for in cash, is authorized.

Refunds are made by the FSO or his or her representative only upon receipt of a NAVSUP Form 340 prepared by the officer signing the original request for meals. The request should have a notation "Returned for credit" clearly marked on the original. This is used by the FSO to post credit entries to cash accounts.

Components of unused returned special meals should be reused when possible. They need not be taken upon stock and financial records.

Monthly Special Meals Report, NAVSUP Form 1340

A NAVSUP Form 1340 (fig. 12-11), prepared in duplicate, is used to report the number of special meals issued during the month and the cost of food items used in preparing the special meals. This should be the value of all documents prepared for issue of food items used in the preparation of special meals during the month. This value is entered in the Cost of Food Used column. The cost of supplemental food items may be prorated among the meals in which they are served.

The NAVSUP Form 1340 should be completed showing the total meals issued upon certification of entitlement to each government agency and to any foreign enlisted personnel at government expense. This information is taken from the NAVSUP Forms 340, processed during the period covered by the NAVSUP Form 1340. The foreign government and invitational travel order numbers of foreign enlisted personnel under the Military Assistance Program should be shown for foreign issues and should be taken from the Receipt for

Flight Meals on the reverse side of NAVSUP Forms 340 for the period being reported.

The type of aircraft or small craft and its serial or hull number should be shown in the Comment block when applicable. The FSO should sign the NAVSUP Form 1340, certifying that the special meals indicated were issued.

The total value of food items used in preparation of special meals during each accounting period should be entered on the Balance Sheet section of the General Mess Operating Statement, NAVSUP Form 1358, opposite the caption Special Meals under Expenditures.

The original NAVSUP Form 1340 is submitted monthly to NAVFSSO with the Ration and Sales Report, NAVSUP Form 1357. A copy is retained for posting the Record of Receipts and Expenditures, NAVSUP Form 367, and in preparation of the quarterly NAVSUP Form 1358.

If a completed NAVSUP Form 1340 reveals that the cost of food used for any type of special meal exceeds the monetary allowances for that meal, a letter of explanation should accompany the report explaining why the allowances were exceeded and actions taken to prevent reoccurrence.

Cash received for the sale of special meals should be safeguarded and deposited with the disbursing officer. A receipt should be obtained in a Cash Receipt Book NAVSUP Form 470.

In addition to the recapitulation on NAVSUP Form 1340, cash collected, deposited, and due from credit sales is reported on the monthly Ration and Sales Report, NAVSUP Form 1357.

